Community Mobilization

Program Activity Report Training

2012-2013

History of CM Reporting

- ?????
- PAR Form Database – CM alone
- PAR Form Database – CM and DASA
- PAR Form Database – CM alone
- OSPI Data System – CM and OSPI/SAPISP
- OSPI Data System – CM alone
- SurveyMonkey – CM Rocks!

Program Activity Reporting

- Who reports?
- What is reported?
- When is reporting required?
- Why do we report activity?
- How is the reporting done?

Who reports?

- All CM contractors

- CM subcontractors may report as arranged by CM contractors

What is reported?

- All CM activity, including:
  - Activities funded solely with CM dollars
  - Activities funded partially with CM dollars
  - Activities staffed by CM paid staff
- Activities include -- All planned activities included in workplans.
  - Direct Services
  - Large Events
  - Community Organizing/Planning

When is PAR reporting required?

- At the completion of an activity, but no less often than twice per year.
- For ongoing activities.
- For activities that cross the end of a reporting period.
- April 30, 2013 and July 31, 2013.

(Yearend Reporting is due August 31, 2013)

Why do we report activity?

- To show effective use of contracted funding.
- To paint a picture of CM in your community.
- To add to the picture of CM statewide.
- To provide Commerce with info for responding to data requests.
- Because it's a contract deliverable.

How is the reporting done?

- Using SurveyMonkey

- Form sections
  - Planned activity info (questions 1-13)
  - Direct Service (questions 14-18)
  - Large Event (questions 19-24)
  - Community Organizing/Planning (questions 25-30)
  - Evaluation (questions 31-35)

Where to locate resources?

- www.commerce.wa.gov/CM

- Templates and Tools